



Taunton Municipal Airport Commission
MINUTES OF MEETING
February 23, 2022

Commissioners:

Robert Adams - Chairman
Richard Griffith - Vice Chairman
Kenneth Gibson
Jonathan LeMaire
Stephen Rogers
Burton Schriber
Zena Shivers

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Airport Manager: Interim Richard A. Griffith

Treasurer/Secretary Dianne Tavares

Meeting called to order at 7:00 P.M.

1. Roll call taken: Robert Adams - present
Richard Griffith - present
Ken Gibson - present
Burton Schriber - present

ASG – Craig Schuster could not attend the meeting. Bob mentioned the following. Same is mentioned in ASG monthly newsletter.

Oil water separator has been completed by G. Lopes. The airport is waiting for the spring to plant the grass. Then the project will be closed out.

12-30 Runway/Taxiway separation standard feasibility study. This project is complete. This is waiting for approval with the FAA.

Cold Storage Building did not make this fiscal year ending June 30, 2022, it will be slated for next year.

Fuel Farm permitting. Will not be this year, but it is ongoing, they will do a feasibility study.

The above represents the author's recollection of the meeting discussed and agreements made. Please notify the author of any errors or omissions within one week of issuance, otherwise this record shall stand as an accurate Representation of the meeting.

2. Airport Engineers: Airport Solutions Group – Craig Schuster

This memo describes the current status of miscellaneous engineering and planning projects at the Taunton Municipal Airport as of the date indicated above (February 23, 2022)

1. Install Oil Water Separator – Phase 2 – (1 Unit)

The installation of the oil water separator was started on December 8, 2021 and was completed on December 10, 2021. The contractor, G. Lopes Construction, has to come back in the spring to apply seeding. Once seeding has been installed and growing a final inspection will be coordinated with the FAA, MassDOT Aeronautics, and the Airport.

Project Cost:	\$202,195.08
FAA Share:	\$202,195.08
MassDOT Share:	-0-
TAN Share:	-0-

2. Runway 12-30 Runway/Taxiway Separation Standards Feasibility Study

Project has been completed. ASG has prepared the FAA closeout documentation which was sent to the FAA, by the Airport. Final invoice was prepared and submitted on January 11, 2022. Once FAA has approved the closeout documents then final payment can be issued.

Estimate Project Cost:	\$92,800
FAA Share:	\$92,800
MassDOT Share:	-0-
TAN Share:	-0-

3. Cold Storage Building (ASMP)

The Taunton Municipal Airport (TAN) is seeking funding assistance under the MassDOT Aeronautics Division's Airport safety and Maintenance Program (ASMP) to purchase and install a cold storage shelter to store and maintain its (overflow) fleet of equipment. The proposed cold storage shelter (42' x 40' x 17H) will be made of steel members with a heavy canvas material covering the frame (e.g. Quonset hut "type" structure). The structure will be mounted onto 2-foot high concrete blocks to allow for protection of the structure from winter conditions and to gain additional clearance height for vehicles. A manual rollup overhead door (16' x 16') is proposed for ease of moving equipment to / from the structure. The concrete blocks will be placed on a bed of stone dust, and a gravel access road will be constructed to access the building from Westcoat Drive. A new swing gate is also proposed.

An ASMP grant application was submitted on September 13, 2021, to MassDOT for consideration of funding.

ASG attended a meeting with MassDOT Aeronautics and the FAA on January 18, 2022, to discuss cold storage buildings in general. MassDOT is concerned there is a FAA process to follow and wanted FAA's input on that process. The result of the meeting is that, if not already shown on the Airport's Airport Layout Plan (ALP) and Master Plan, and then it needs to be on the ALP and provide a written justification for the location and need for a cold storage building. ASG is in the process of trying to figure out what effort will be required.

From last month's Commission meeting, Commissioner Gibson noted that he believes that the cold storage building is identified in the Master Plan and the Airport Layout Plan (ALP) and asked ASG to confirm. ASG has reviewed Taunton Airport's Master Plan and Airport Layout Plan and can confirm the cold storage building is addressed.

Even though it is shown on the Master plan and ALP it is too late in the fiscal year to reasonable get this project designed, bid, and constructed by June 30, 2022. MassDOT Aeronautics will consider this project for next fiscal year which starts July 1, 2022.

4. FUEL FARM PERMITTING (ASMP)

This project is intended to perform a preliminary design in order to obtain environmental permits / approval for a future project to construct a new Fuel Farm at the Taunton Municipal Airport (TAN) in Taunton, Mass. The new fuel farm would include two above-ground fuel tanks: one 10,000 gallon Jet-A-tank, and one 10,000 gallon AVGAS tank. The system would also include separate pumps and ancillary equipment to receive fuel deliveries from bulk fuel delivery trucks and to dispense fuel into a mobile fuel truck. It is also proposed for the tanks and equipment to be contained within a dike to contain a potential fuel spill, and that the bulk fuel delivery truck will unload on a new poured concrete pad.

An ASMP grant application was submitted on September 13, 2021 to MassDOT for consideration of funding.

This project will not be occurring this fiscal year because: 1 – MassDOT has not stated if they would support this project this fiscal year: and 2 – since MassDot Aeronautics has not stated support time is too short to get permits in hand by June 30, 2022. This project will have to be re-considered for next fiscal year.

3. Secretary Report – November 8, 2021, November 17, 2021, and December 9, 2021 and January 23, 2022 as distributed.

Ken made motion to approve as distributed.
Dick seconded
All in favor

4. Treasurer's Report – February 23, 2022

Monthly Income	-	\$27,677.25
Monthly Expenses	-	<u>(\$ 7,706.28)</u>
Cash Flow		\$19,970.97

Current Balance 25	-	\$92,306.48
20 Grants Ledger	-	\$ 1,721.87
22 Grants Ledger		
CRRSA/Rescue		\$45,000.00

01 Payroll Acct. -	<u>\$10,771.00</u>
Annual Net	\$18,961.07

Ken made motion to approve the Treasurers report pending audit
Dick: seconded
All in favor

4. Airport Manager's Report:

PAPI's that were just installed had some slight damage to it. They have been repaired. There has been a lot of wind damage at the airport. Aircraft was tipped over due to the wind. Also our gas pump door, received some damage due to the wind.

Airport safety meetings started Friday. Safety meetings will continue each week.

Around five o'clock, while closing gate 5, Dick noticed some kids on four wheelers having a good time. Dick closed the gate and told the kids they were not supposed to be there.

Gate 5 repair. Dick spoke with someone from Integrated Technical Systems. The part has been shipped out of California and should be here early next week.

Trash dumpster, is going up in price. It was \$72.00, it will be going up to \$78.00. That price will be good for one year.

Fuel prices, as of today are \$5.01. Dick has been tracking the price for a month. Today it went over \$5.00. There is around 3,000 gallons in the tank.

Per Kenny there is volatility in the market so we can expect to see the price go up.

Pine trees on Westcoat Drive have been taken down and stumps have been removed. Maintenance crew will spread chips out in the spring.

The airport signed up for the digital NOTAMS. The airport will be able to go onto the internet and place our NOTAMS on and off. They can be called in if necessary.

Dick would like the commission to set a policy on badges. Who gets a badge and who doesn't. Dick could not find anything written about this. Dick thinks the airport should have a standard policy on badges.

Kenny asks if there is anything in the SOPP's.

Per Dick it does not say who does and doesn't get a badge.

That could be put on next month's agenda per Kenny.

Per Dick, this would give the commission time to come up with something next month.

5. Old Business

1. Update from the Airport Revenue Generating Sub-Committee-Burton

The committee had a meeting on Monday. Zena and Steve Rogers spoke about it. Minutes were given to Bob. Zena put a spreadsheet together. What they want to do is work with Dianne. Have her pull all the invoices so they can get solid numbers. Zena put numbers in the spreadsheet, some of them are estimates or best guess. We want to start pulling invoices so they can get solid numbers and see actually where they are. That is the plan. The other question he has for the commission, Dianne normally works Monday through Friday, and the only time Steve and Zena can meet together with Dianne is on a Saturday. Burton does not know if the commission has to request an approval for Dianne to come in. Burton will talk to Dianne this week.

Bob asks if the committee is still compiling information. Maybe next meeting the commission can get a look at it.

Per Burton they would like to do it as soon as possible. That is why he would like to talk to Dianne and have her start pulling invoices. The subcommittee will not have everything done but at least they will start picking away at it. Give her two or three line items and have her pull invoices so they have solid information and go from there.

Kenny - once you explain this to her, she can probably on her own time gather it. Then reconvene on a time like Burton said on a weekend. You don't have to be sitting over her shoulder when she is compiling this.

Once she compiles it and we start reviewing it, we are probably going to have some questions about the paper work. An hour and hour and a half is what they need on a Saturday.

It would be a co-ordination between you and Dianne. We pay her hourly anyway.

2. RFP for the Fuel Supply

Per Bob the RFP has been posted. We should be hearing back about this soon from some fuel companies to bid the contract for the next fuel supplier.

6. New Business

Nothing for new business

9. Public Input

Judy LeMaire

22 Fremont St
Taunton, MA

She just would like to remind this commission that you, four of you plus two that are missing this evening, Mrs. LeMaire sends her condolences to Mr. Rogers, voted to hire a company to manage the airport that had no credentials or background in aviation. Basically a home construction company. Mr. Adams at the last meeting Mrs. LeMaire attended you stated you had 30 years' experience doing this and Mr. Gibson always immerses himself in everything going on at the airport. How did that vote even be considered? And to top it all off, the new appointees Mr. Burton whatever your name is voted right along with you. Maybe our Mayor should take a closer look who she appoints.

Thank you.

10. Motion to Adjourn – Bob
Seconded: Kenny

Next Regularly Scheduled Meeting: March 30, 2022, at 7:00 P.M. in the Taunton City Council Chambers, 15 Summer Street, Taunton, Massachusetts 02780. Individuals with disabilities, who require assistance or special arrangements to attend, please contact the Airport Manager at 508-821-2973. We request that you provide a 48-hour notice so that the proper arrangements may be made.